# 横須賀基地空席広報
# VACANCY ANNOUNCEMENT

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| 広報番号： Announcement No. | **CFAY-6054-02-04** |
| 募集締切日: **Closing Date** | **16 Feb 04** |
| 発行日： **Date of Issue** | **3 Feb 04** |

**1.職種名 Job title ( 等級 Grade _3_ ／語学等級 LAD _2_ )**

## Library Clerk, #386
### 司書事務職

☒ 事務系 Administrative　☐ 技能系 Blue Collar Trade　☐ 保安系 Security　☐ 医療系 Medical

**募集人数 No. of Recruitment：　2　名**

**4.募集範囲 Area of Consideration**
☒ 現 MLC/IHA 従業員（部隊内） Current MLC/IHA Employee within Activity
☒ 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance
☐ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide
☒ 外部 Off Base Applicant

**2.部隊 Activity**
**Commander Fleet Activities, Yokosuka**
**Morale Welfare Recreation Department, Community Relations Division**
**Library （Code 6054)**
勤務場所 Working Place:横須賀市 泊町 Tomari-cho, Yokosuka

**5.雇用の種類 Type of Employment**
☒ MLC
☐ IHA
☐ 時間制 HPT
☒ 常用 Permanent
☐ 限定 Limited Term ( __ヵ月 Months )

**3.勤務時間 Work Schedule ( 週 _40_ 時間制 hww )**
勤務日 Work Days:　5 days a week (CFAY-Library-1)
勤務時間・休憩 Work Hours/Recess Period:
a. 0830-1730 (Recess 1 hour)　b. 1130-2030 (Recess 1 hour)
c. 1145-2030 (Recess 45 min.)
☐ 夜勤 Night Shift　☒ 残業 Overtime　☐ 出張 Business Travel

**6.職務内容 Duties**
Performs a variety of clerical duties in a library requiring the exercise of independent judgment in accordance with prescribed library procedures. Maintains library materials in proper order; checks material to insure that it is in good serviceable condition; shelves material returned from circulation desk; reads shelf stocks to locate errors in placement; prepares and files cards for new material; prepares material for circulation by stamping, lettering and pasting book pockets and date due slips; makes minor repairs to library material; records and compiles attendance and circulation statistics; sets up special sections as directed such as newly arrived books and subject matter material of current interest; conducts periodic inventories and prepares inventory reports. Operates circulation desk; instructs patrons on membership rules and operating procedures; assists patrons and students in the selection and location of reference materials and use of card catalogs; takes reserves on material; checks out and receives material; reviews suspense cards to locate overdue items; answers reference questions of a no technical nature; performs other clerical and housekeeping tasks to maintain the library in good working order. Performs other related or incidental duties as assigned.

**7.資格要件／身体条件 Qualification/Physical Requirements**
a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years technical school or 4-years degree in any field may qualify him/her at 1-3 level.
b. Knowledge of customer service concepts and practices.
c. Knowledge of computerized cataloging/inventory database system.
d. Knowledge of general library procedures including operating circulation desk, instructing patrons on membership rules and operating procedures, assisting patrons to select reference materials, etc.
e. Skill in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and Power Point) and Communications.
f. Ability to speak, read and write English at average proficiency level (LAD-2).
* A handicapped applicant may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency： ☐ 必要なし None　☐ 初級 Basic　☒ 中級 Intermediate　☐ 上級 Advanced　☐ 特段の能力 Exceptional

学歴 Educational Background：N/A　　免許証／修了証 License/Certificate Required：N/A

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| **8.提出するもの Application and Associated Documents** | 職務状況 Working Condition |
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\* ☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil
\* ☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil
**\*の記入は Complete \* in** ☐ 日本語で Japanese　☒ 英語で English　☐ どちらでも Either
\* ☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
　12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)

| 問い合せ先 for Job Inquiries | 提出先 Office to Submit | 事務処理欄 For Official Use |
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| ・担当部署／担当者名 Office/POC　Management Office, CFAY 人事管理課　Mr. Sato/Ms. Ishihara　佐藤・石原　DSN 243-8148 / 8143　NTT 046 (816) 8148 / 8143 | 〒238-0001 神奈川県横須賀市泊町 1 番地　1 banchi Tomari-cho, Yokosuka　米海軍横須賀基地統合人事部雇用課 (HRO)　COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A)　☎046 (816) 8152 (DSN) 243-8152 | **PD No.:** CFAY-6054-002　　PD is accurate and current. **Certified by Activity: ts 1/30**　　HRO: ah2/2 so2/3 |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.